RESOLUTION AUTHORIZING WEST BRANCH TOWNSHIP WAIVER OF PENALTY AND INTEREST FOR UNTIMELY FILED PROPERTY TRANSFER AFFIDAVITS

Whereas, Under PA206 of 1893, The governing body of a local tax collecting unit may waive, by resolution, the penalty levied under subsection (1) (c) or (d) (MCL 211.7b);

NOW, THEREFORE, BE IT HEREBY RESOLVED that pursuant to PA206 of 1893, The Township of West Branch, Missaukee County authorizes the Assessor to waive the collection of penalty and interest for untimely filed property transfer affidavits, on this day: April 4th, 2018.

The foregoing resolution motioned by Cindy Wagner and supported by Karrie Luney.

Upon roll call vote, the following voted:

"Aye": 5

"Nay": 0

CERTIFICATION

I, the undersigned, duly qualified clerk of West Branch Township, Missaukee County, to hereby certify that the foregoing is a true and complete copy of a Resolution adopted by West Branch Township Board.

Joyce Travelbee, Clerk
West Branch Township

Date 4-4-18
Township of West Branch Assessor  
Jason Patterson, Michigan Certified Assessing Officer  
19770 23 MIlle Rd; Tustin, MI 49688  
Telephone: 231-878-6068  
Email: pattersongaragedoor@gmail.com  

2019 West Branch Township Policy Regarding Public Inspection of Property Tax Records

As per Public Act 442 of 1976, the Freedom of Information Act, MCL 15.231 et seq., and as amended, West Branch Township (in the County of Missaukee, State of Michigan) has established the following policy regarding the Public Inspection of Property Tax Records...

1. Requests for inspection and copying property tax records may be made verbally and/or in writing, and
2. Said requests shall be directed to the Township Supervisor (Secretary of the Board of Review) or the Township Assessor, who has responsibility over such records, and
3. Upon receiving a request to inspect the Township’s property tax records, the Township shall furnish the requesting person with a “reasonable opportunity” for inspection and examination of said records. “Reasonable opportunity” shall be defined as a mutually agreed upon appointment during generally accepted business hours—Monday through Friday, 9:00am to 5:00pm, excluding federally recognized holidays, and
4. The public does not have unlimited access to Township offices and a person may be required to inspect records at a specified table and in view of Township personnel, and
5. The Township official assisting with the inspection of property tax records shall inform any person inspecting records that only pencils and no pens or ink may be used to take notes, and
6. No person may remove books, records, or files from the place the Township has provided for inspection, and
7. It is the policy of West Branch Township to provide any and all property owners (or their duly authorized agent), upon request, one copy of his/her respective Property Assessment Card at no charge, once each calendar year, to be delivered by USPS First Class Mail or email (at the property owner’s discretion), and
8. To request a copy of the Property Assessment Card of another person, there is a $1.00 per page photocopying fee. To access the property assessment information of another person, one of the following pieces of information must be provided:
   a. The person’s name, or
   b. The parcel number, or
   c. The valid physical street address

General and/or vague requests, such as “Give me all the homes in the $90,000 range,” cannot be fulfilled, and

9. Commercial, industrial, and utility personal property records are deemed “confidential” by the State of Michigan and are not available for public inspection, and
10. Inspections and/or photocopies of the Poverty Exemption Requests, Disabled Military Veteran Exemption requests, and of Principal Residence Exemption Requests of amendments are subject to the “redaction” of certain information. This information includes, but may not be limited to, Social Security numbers, Veterans Administration case numbers, Veterans Administration benefit amounts, names of minor children, telephone numbers, etc., and
11. To receive any copies of records by mail, USPS First Class Mail will be used. The fee for such requests will include the cost of appropriate envelope or packaging, plus the actual postage, and
For any other questions, please contact the West Branch Township Supervisor.

This policy offered by board member ____________

Cindy Wagner

Supported by board member ____________

Karrie Loney

Upon a roll call vote, the following voted “Aye” ____________

The following voted “Nay” ____________

The following were absent: ____________

The Supervisor declared this policy adopted.

Cindy Wagner, Supervisor

4-4-18

Date

I, Joyce Travelbee, the duly appointed and sworn Clerk of West Branch Township, hereby certify that the foregoing policy was adopted by the Township Board of said township at a meeting, at which meeting a quorum was present, by a roll call vote of said members as hereinbefore set forth; that said policy was ordered to take immediate effect.

Joyce Travelbee, Clerk

4-4-18

Date